

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT			1. Contract Number		Page of Pages 1 1		
2. Amendment/Modification Number A001		3. Effective Date 1-Oct-04		4. Requisition/Purchase Request No. RQ 122704		5. Solicitation Caption Warehouse Inventory Management	
6. Issued By: OFFICE OF CONTRACTING AND PROCUREMENT Office of Chief Technology Officer 441 - 4th Street, NW, Suite 930 South Washington, DC 20001				7. Administered By (If other than line 6)			
8. Name and Address of Contractor (No. Street, city, country, state and ZIP Code)				(X) 9A. Amendment of Solicitation No. POTO-2004-R-0034			
							9B. Dated (See Item 11) 10-Sep-04
				10A. Modification of Contract/Order No.			
				10B. Dated (See Item 13)			
Code		Facility					
11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input checked="" type="checkbox"/> is extended. <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing Items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or fax which includes a reference to the solicitation and amendment number. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment you desire to change an offer already submitted, such change may be made by letter or fax, provided each letter or telegram makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.							
12. Accounting and Appropriation Data (If Required)							
13. THIS ITEM APPLIES ONLY TO MODIFICATIONS OF CONTRACTS/ORDERS, IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14							
(X) A. This change order is issued pursuant to: (Specify Authority) The changes set forth in Item 14 are made in the contract/order no. in item 10A.							
B. The above numbered contract/order is modified to reflect the administrative changes (such as changes in paying office, appropriation date, etc.) set forth in item 14, pursuant to the authority of 27 DCMR, Chapter 36, Section 3601.2.							
C. This supplemental agreement is entered into pursuant to authority of:							
D. Other (Specify type of modification and authority)							
E. IMPORTANT: Contractor <input type="checkbox"/> is not, <input checked="" type="checkbox"/> is required to sign this document and return <input checked="" type="checkbox"/> copies to the issuing office.							
14. Description of amendment/modification (Organized by UCF Section headings, including solicitation/contract subject matter where feasible.)							
THIS SOLICITATON IS HEREBY EXTENDED TO: OCTOBER 22, 2004 See attached documents for changes 1. Changes to section of RFP 2. Pre-proposal Conference overview 3. Conference Attendee List 4. Questions and Answers Submitted 5. Table B - MPD User Matrix 6. Table B - FEMS User Matrix							
Except as provided herein, all terms and conditions of the document referenced in Item (9A or 10A) remain unchanged and in full force and effect							
15A. Name and Title of Signer (Type or print)				16A. Name of Contracting Officer Bruce Witty			
15B. Name of Contractor		15C. Date Signed		16B. District of Columbia		16C. Date Signed 1-Oct-04	
(Signature of person authorized to sign)				(Signature of Contracting Officer)			

SECTION C DESCRIPTION/SPECIFICATIONS/WORK STATEMENT**C.3 REQUIREMENTS****Add:**

C.3.1.3 The contractor shall provide a system set-up and customization plan methodology. The set-up and customization plan will outline how the contractor will work with the agency to configure their computers within the warehouse and other locations. The plan will identify any potential need for customization to the facilities or the application.

C.3.1.4 The contractor shall provide a detailed plan for supporting physical warehouse clean up, organization and inventory barcoding. The plan will include an activity schedule and human resource needs. The human resources shall be provided by the contractor. The contractor shall also identify any personnel support required from the agency.

C.3.5 REPORTING REQUIREMENTS**Add:**

C.3.5.2.1 Specific performance measures shall be reported from user accepted implementation for 3 months post implementation. The following measures are to be reported. The contractor shall provide methods for tracking and reporting these statistics:

- a. Decrease inventory on-hand
- b. Physical inventory carrying costs
- c. Increase order fill rate
- d. Increase floor space availability
- e. Reduce inventory adjustments to 0
- f. Decrease time for inventory disposal process
- g. Reduce out stock items to 0

SECTION - F.3 DELIVERABLES**Add:****16 Warehouse Performance Measures (C.3.5.2.1)**

Performance Measures shall be reported from user accepted implementation for 3 months post implementation. The following measures are to be reported.

- a. Decrease inventory on-hand
- b. Physical inventory carrying costs
- c. Increase order fill rate
- d. Increase floor space availability
- e. Reduce inventory adjustments to 0
- f. Decrease time for inventory disposal process
- g. Reduce out stock items to 0

SECTION L.3.4 - TECNICAL APPROACH

Add:

L.3.4.2 Item #10

10. Address implementation plan with respect to the following:

- a. Equipment and warehouse set-up
- b. Facility or application customization
- c. Physical warehouse clean-up
- d. Physical inventory organization
- e. Inventory barcoding

L.6.1 Implementation Support

Add

L.6.1.1 The Offeror shall provide a system set-up and customization plan methodology. The set-up and customization plan will outline how the contractor will work with the agency to configure their computers within the warehouse and other locations. The plan will identify any potential need for customization to the facilities or the application.

L.6.1.2 The Offeror shall provide a detailed plan for supporting physical warehouse clean up, organization and inventory barcoding. The plan will include an activity schedule and human resource needs. The human resources shall be provided by the contractor. The contractor shall also identify any personnel support required from the agency.

L.6.3 Service and Price Proposal

Add

L.6.3.5 The Offeror shall price warehouse clean-up, organization and inventory barcoding.

ATTACHMENT - J.10 Features List

Clarification of Feature

1.8.1 Remote Access (Bar code Support)

The system shall support use of bar code readers and other emerging technology such as RFID.

Clarification of terminology

Please note that reference to bar code readers includes barcode scanners and RFID scanning capability.

Please note that Attachment J.10 Features List may also be referenced as Technical Features List in the document.

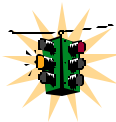
Clarification of Attachment J.10 feature 3.2 Implementation

- 3.2.1** The Offeror shall provide a system set-up and “customization” plan methodology.
- 3.2.1.4** The Offeror shall provide a detailed plan for supporting physical warehouse clean up, organization and inventory barcoding.

Table B - MPD User Matrix					
<u>User/Role</u>	<u>Number</u>	<u>Activity</u>	<u>System Support</u>	<u>Location</u>	
Super User	1	Management, Issuing	PC/Software, Scanner	Warehouse - Office	
Admin	1	Limited Mgmt, Issuing	PC/Software, Scanner(2)	Warehouse - Uniform Desk	
		Receiving Returns			
Supply Tech	1	Receiving, Stock,	PC/Software, Scanner(3)	Warehouse - Dock	
		Pull, Issuing			
Super User	1	Management, View	PC/Software	Warehouse - Upstairs	
Super User	1	Management, Issuing	PC/Software, Scanner(2)	Warehouse - Upstairs	
Admin	1	Limited Mgmt, Issuing	PC/Software, Scanner	Warehouse - Upstairs	
Admin	1	Limited Mgmt, Issuing	PC/Software, Scanner	Warehouse - Badge Room	
		Request			
Supply Tech	1	Receiving, Stock,	PC/Software, Scanner	Warehouse - Special Ops	
		Pull, Issuing, Repair			
Supply Tech	1	Receiving, Stock,	PC/Software, Scanner(2)	Indiana Ave - Cage Area	
		Pull, Issuing			
MIS Officer	1	Limited Mgmt, View	PC/Software	Indiana Ave	
Inv Manager	1	Management, Receiving,	PC/Software, Scanner	Indiana Ave	
		Issuing, Stock			
Super User	1	Management, Issuing	PC/Software, Scanner	L Street - Special Ops	
		Request			
Inv Manager	1	Management, Receiving,	PC/Software, Scanner(2)	L Street - Special Ops	
		Issuing, Stock, Repair			
MPD Locations	10	View	PC/Software	MPD Locations	
Note:					
Communications has merged with FEMS					

Table B - FEMS User Matrix

<u>User/Role</u>	<u>Number</u>	<u>Activity</u>	<u>System Support</u>	<u>Location</u>
Super User	3	Management	PC/Software	HQ - warehouse office
Supply Tech	5	Receiving, Stock, Pull, Issuing	PC/Software, Scanner	Warehouse
Temp Help	Variable	Stock, Pull	Scanner	Warehouse
Facilities Adm	1	Limited Mgmt	PC/Software	Facility Section - Warehouse
Maint Mechanic	5	Receiving, Stock, Pull, Issuing	PC/Software, Scanner	Facility Section - Warehouse
House Officer	1 Per Station	View, Initiate Request	PC/Software	Engine Houses - 40
MIS Officer	1	Limited Mgmt	PC/Software, Scanner	FEMS - HQ
Order Proc	1	View, Initiate Request	PC/Software	FEMS - HQ
Safety Office - SCPA	1	View, Request, track	PC/Software, Scanner	Station House 4
Safety Office - PPE	1	View, Initiate Request	PC/Software	Station House 4
Special Ops - HQ	2	View, Request, track	PC/Software, Scanner	Station House 4
Special Ops - Units	5	Receiving, Repair, issue	PC/Software, Scanner	Specific Units
Radio Shop - HQ	1		PC/Software	Communication center
Radio Shop - Vehicles	5		Scanner	Vehicles
Equipment Repair	1	View, Request, track	PC/Software, Scanner	



**PRE-SOLICITATION CONFERENCE
September 20, 2004, 10:30 A.M.**

**SOLITATION No: POTO-2004-R-0034
SUPPLY CHAIN MANAGEMENT SYSTEM
FOR
DISTRICT WAREHOUSE INVENTORY MANGEMENT SYSTEM
Office of Contracting and Procurement, 441 4th Street NW,
Room 220 South, Washington, DC 20001**

OVERVIEW

A Pre-proposal site visit (“walk-through”) was held at the Fire Emergency Management Services Warehouse located at 3325 “V” Street, NE Washington, DC between 8:30 AM and 9:30 AM. There were eleven (11) non-Government attendees (contractors). The walk-through was immediately followed by the Pre-proposal conference.

The conference was held in Room 220S and began at 10:45AM. Present on behalf of the Government:

- Six (6) Representatives from the OCTO Program Office
- Four (4) Representatives from the Office of Contracting and Procurement,
- Two (2) Representatives from the Department of Fire and Emergency Management, and;
- Two (2) Representatives from the Metropolitan Police Department
- One (1) Representative from the Office of Homeland Security (EOM)

A total of eighteen (18) prospective offerors represented various states and the District.

The conference was officiated by Mrs. Berkeley Henderson, OCP Contracting Specialist who introduced government representatives from OCTO and OCP, and gave a brief overview of the conference. She advised potential offerors that the government representatives were prepared to answer their oral and written questions but that only those questions received, in writing, prior to, during, and after the conference would be considered binding. It was made clear that oral dialogue not supported by a written question would not be considered binding to the contract. All questions received in writing would be answered in the Amendment and would be transmitted to the attendees and placed on the DC Website.

Mrs. Reva Gambrell headed the OCTO Program Office explained the technical aspects of the solicitation, and answered the technical questions along with others on the technical team. Additional questions were answered by representatives from the Fire Emergency Management Services (FEMS), and the Metropolitan Police Department (MPD).

CONFERENCE ATTENDEES LIST

No.	Name	Company Name	Phone	Email
1	Thaddeus Hammond	INNOLOG	703-917-4458	Thammond@innolog.com
2	Praveen Bhasin	Thompson, Cobb, Bazilio & Associates	202-327-5142	PBhasin@TCBA.com
3	Donald Marzullo	Thompson, Cobb, Bazilio & Associates	202-778-3403	Dmarzullo@tcba.com
4	Jennifer Bisceglie	Manhattan Associates	404-928-4957	Jbisceglie@manh.com
5	Jim Cahill	Robocom	516-795-5100 x1236	jcahill@robocom.com
6	Antwanye Ford	Enlightened	202-783-4655	a-ford@enlightened.com
7	Ameena Layous	Enlightened	202-783-4655	alayous@enlightened.com
8	Vipin Desai	MVS, Inc.	202-722-7981	vdesai@mvsconsulting.com
9	Tina Boyd	Automated Business Systems and Services, Inc.	301-523-6652	tboyd@abssinc.com
10	Eileen Trent	Intermec Technologies	301-365-7585	Eileen.Trent@intermec.com
11	Mimi Nguyen	Acatech Solutions	949-510-3322	mimi@acatech.com
12	Theo Ogbebor	Nustart, LLC	202-332-8362	theo@nustart.com
13	Pat Lacsimu	Symbology DC	202-487-0095	pat@symbology.net
14	Barry Jerrels	Symbology DC	202-487-0095	barry@symbology.net
15	Ken Pittman	Vantix, Inc.	202-529-3000	chiefsitebuilder@yahoo.com
16	Paul Elemo	Epractice	443-472-4128	Pelemo@eppractice.com
17	Patti Jenkins	Core Partners, Inc.	301-695-2673	Pjenkins@coreinc.com

PRE-SOLICITATION CONFERENCE

September 20, 2004, 10:30 A.M.

SOLITATION No: POTO-2004-R-0034 SUPPLY CHAIN MANAGEMENT SYSTEM FOR

DISTRICT WAREHOUSE INVENTORY MANGEMENT SYSTEM

QUESTIONS

1. To be considered a Prime Contractor do you have to prove/perform 51% of the job?

Answer: No.

2. What applications do you want to track at the warehouse – receiving, put away, picking, shipping, inventory – are there others?

Answer: Yes, desired applications are receiving, put away, picking, shipping, inventory and tracking. Please refer to attachment J.10 for comprehensive features list.

3. Do you want the delivery person (the 7-trucks) to have Bar Code Scanners, as well?

Answer: Yes, the delivery personnel shall have the capability to use bar code scanners, and RFID technology. Please note that the application shall be scalable to support a varying number of personnel. Refer to attached roles and responsibility charts for start up configurations.

4. How big is he MPD warehouse – square feet?

Answer: 55,000 square feet

➤ The number of rooms?

Answer: 8-10 rooms

➤ Is it an open space?

Answer: The space is a combination of open space and rooms.

➤ How many people?

Answer: 10 personnel

➤ How many receiving doors?

Answer: There is one (1) receiving door.

➤ How many items are at the MPDE Warehouse?

Answer: Estimated counts for FY2002 was 199,384

- How long are you printing Bar Code labels now?

Answer: Approximately 12 -16 characters

- Do you need Bar Code Printers, if so how many?

Answer: The proposal requests the vendor to provide recommendations for all equipment configurations. Please refer to Attachment J.10 Section 1.5.1.

- What size labels do you need? Please advise the size for example 2x1 or 4x6.

Answer: The proposal requests the vendor to provide recommendations for all supplies. Please refer to Attachment J.10 Section 3.2.1.4.

- Do you want the Fire House to be in Real Time? If so how big is the firehouse – square feet?

Answer: The firehouses vary in size. The application shall be scalable to meet varying needs of multiple agencies. The firehouse or any remote location shall have the capability to decrement the inventory stock levels real time, however any updates to inventory stock levels shall have an option for validation/confirmation/approval prior to update. Real-time functionality may be configured for some locations and not others. This option shall be supported as a toggle based on the customer preference or user security profile. Refer to Attachment J.10 Section 2.1.5.

- Does the Firehouse need wireless access point?

Answer: There is not an immediate need for wireless access points, however the solution shall support emerging technology allowing for business operations to grow and mature to use this type of technology.

- In the warehouse – check out area, does the fireman need to provide a signature or just scan their ID Card.

Answer: The solution shall support both a signature and ID scan processing. Refer to Attachment J.10 Section 2.2.15.

5. The number of warehouse employees --

- By warehouse?

Answer: The solution shall be scalable. Currently FEMS has 6 warehouse personnel and MPD has 10 warehouse personnel.

- By job function?

Answer: The solution shall be scalable. Please refer to attached roles and responsibility chart for estimated resources by function.

- By temp. Vs. permanent?

Answer: Temp vs. permanent is not applicable.

6. Tracking of items –

- From dc to Customer?

Answer: Tracking of items from DC is a desired feature and this information will serve as an audit trail for inventory items.

- Percent of direct delivery to customer?

Answer: Percent of direct delivery to customer is not applicable.

- How is freight delivered to customer (commercial vs. private fleet)?

Answer: Freight is delivered to customer by both commercial and private fleet.

7. Describe number of attributes that need to be tracked upon issue and when each tracking is used:

Answer: The solution shall be scalable. Please refer to Attachment J.10 for feature list.

- By item type?
- By ordering type, etc?

8. Dates of Best and Final Demo?

Answer: Upon completion of the discussions, and evaluations of all proposals, the Contracting Officer shall issue to all offers within the competitive range an opportunity to provide a “Final Demonstration”, and a “Best and Final Offer.” The dates and will be determined based on the completion of the evaluation process.

9. Types of Scanners presently being used?

Answer: PDT 3100

10. 2D bar code reading is a requirement. When is it used?

Answer: Yes, the system shall support 2D bar code reading. Currently 2D is not used, however as the system is deployed among other agencies this feature is desired. Also, 2D bar code reading is desired to support medical supplies/pharmaceutical inventory.

11. How is inventory level at the warehouse decided?

Answer: Currently inventory level is determined by the warehouse manager based on experience. With the implementation of a solution, inventory levels will be determined by using trend data over time and experience.

12. Do you review past usage, projected usage, etc.?

Answer: Currently we do not review past usage, projected, etc as that information is not readily available.

13. Technology explanation -- I heard today that Oracle may be up for enterprise license and that web/gui access is a requirement.

- What will be accessed over the web, i.e., it seems all pick, receipt, and ship will be at DC level. Reporting/recovering, inquire might be over web – is this true?

Answer: We expect the entire application to be accessible over the web. There will be functionality performed remotely as well as via the desktop.

- Is a (.net) client an option within an Oracle dB?

Answer: The proposal requests the vendor to provide recommendations for all equipment configurations. Please refer to Attachment J.10 Section 1.5.1.

- Is CITRIX part of infrastructure?

Answer: The proposal requests the vendor to provide recommendations for all equipment configurations. Please refer to Attachment J.10 Section 1.5.1.

14. Who does the warehouse currently report to for financials?

Answer: This information is not relative to the Solicitation.

15. If accounting is mandatory once a year, who gets the feedback?

Answer: This information is not relative to the Solicitation.

16. Please list number of anticipated number of users and number of RF scanner devices that will be required?

Answer: The solution shall be scalable. Please refer to Attachment providing an estimated list of roles and responsibilities.

17. What are these user's functions?

Answer: The solution shall be scalable. Please refer to Attachment providing an estimated list of roles and responsibilities.

18. Will FEMS and MPD provide office space?

Answer: Yes, workspace will be provided at the warehouse facilities.

19. Please explain LSDBE points –

- How are they allocated and applied to the technical score?

Answer: Read Section M.5 and M.5.1.

20. Please provide the number of co-current users by facility and any users based off site or in an administrative role.

Answer: The solution shall be scalable. Please refer to Attachment providing an estimated list of roles and responsibilities.

21. How many RF/Barcode users

Answer: The solution shall be scalable. Please refer to Attachment providing an estimated list of roles and responsibilities.

- Number of Forklifts mounted?

Answer: Forklifts are used in the warehouse.

- Number of Handheld scanners?

Answer: Handheld scanners: Please refer to Attachment providing an estimated list of roles and responsibilities.

22. What is the overall budget for the project?

Answer: Budget is available for anticipated needs.

23. Is LSDB participation required for the selected vendor?

Answer: No

24. Is the online web order system an absolute requirement for this the first phase of the contract?

Answer: Yes, the web order system is a highly desired feature for the initial launch.

25. Regarding use of the application in facilities other than the MPD & FEMS warehouses.

- Will inventory in individual firehouses, Police station houses and similar remote locations be part of the system?

Answer: Yes, remote locations are part of the system.

- Will users at these facilities access the system and increment/decrement inventory live and in real time?

Answer: Yes, the system shall have the capability to allow for remote locations to increment/decrement inventory levels. The system shall allow for user profile driven access and functionality. Real-time functionality may be configured for some locations and not others. This option shall be supported as a toggle based on the customer preference or user security profile. Refer to Attachment J.10 Section 2.1.5.

- Will these users use RF or batch scanners and if so how many are required?

Answer: Both RF and batch scanner technologies are desired.

26. How many items are stored at the remote locations discussed in the preceding question?

Answer: The remote locations have varying levels of inventory stored at their sites.

27. Can you purchase off a vendor's GSA schedule?

Answer: This is a DC Open Market Procurement. A vendor may use GSA prices but we are not soliciting GSA.

28. Do you want a quote for a server to run the proposed solution?

Answer: The proposal requests the vendor to provide recommendations for all equipment configurations. Please refer to Attachment J.10 Section 1.5.1.

29. Section 1.1.1 -- The system shall support all current District database, architectural and GUI standards. What are these standards?

Answer: The standards are listed in Attachment J.10 as items 1.1 – 1.7.1 (9.1.3.3 Access Control Levels)

30. The issue quantity shall provide at least two tiers to support secondary “re-issues” from support organizations. What does this mean?

Answer: This feature provides support for issue vs. purchase quantity management. What is purchased in bulk may be issued in items (boxes vs. each). Also secondary locations may act as a warehouse, and their issue quantities may be different from the warehouse. (4.1.8.1 Issue Quantity)

31. Section 1.3.3.1.5 – Acceptance by specific item type can be restricted. What does this mean?

Answer: This feature will allow for security at the item level. For example, some medical supplies may only be accepted at delivery by certain personnel. (1.3 Security)